

New Employee Orientation Package 2011			
Class	ADA/EEO:AA/PSH	Skills & Training Course Number	PDS – GI206
Date(s)	3-30-2011 6-8-2011 8-17-2011 10-5-2011 11-30-2011	Time	8:30 a.m. - 4 p.m.
Location	Design Conference Room	Instructor	DAS / PDS Staff or Contractor
Course Description	<p>ADA/EEO:AA/PSH is required for all DOT employees within their first 60 days of employment, unless otherwise approved by the Director of the Office of Employee Services.</p> <p>This course covers multiple topics, to include the Americans with Disabilities Act (ADA) and how it impacts employees, their rights as well as EEOC guidelines and reasonable accommodations.</p> <p>It also discusses the legal principles of EEO/AA (Equal Employment Opportunity/Affirmative Action) to include:</p> <ul style="list-style-type: none"> • differences between EEO and AA • state and federal EEO/AA laws <p>The portion of the course regarding PSH (Preventing Sexual Harassment) discusses:</p> <ul style="list-style-type: none"> • what constitutes sexual harassment in the workplace • your rights as an employee • the legal consequences of harassing a coworker • how to appropriately confront harassing behavior on the job 		
Special Instructions	<p>Employees should arrive in the classroom at least 10 minutes prior to class start time to allow for sign in and materials collection. Employees should report to the north east entrance of the Materials Laboratory to receive a security badge, if they do not currently possess one. Employees working at the Ames complex are required to display their security badge at all times.</p> <p>Lunch is typically not provided and there are several options near campus, as well as a cafeteria, located on first floor Admin.</p>		
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